

**DEPARTMENT OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION
PROGRAM SERVICES DIVISION
COMMUNITY GRANTS PROGRAM SECTION
GOVERNOR'S ONE-ON-ONE VOLUNTEER PROGRAM**

Program Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

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do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed. The**

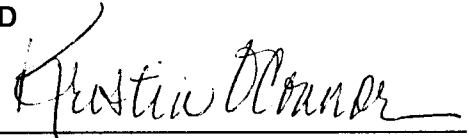
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

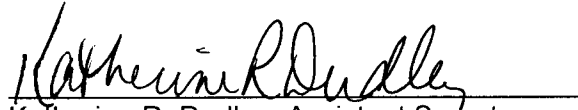
APPROVAL RECOMMENDED



James Converse, Chief Records Officer
Department of Juvenile Justice and
Delinquency Prevention



Kristin O'Connor, Program Manager
Community Grants Programs



Katherine R. Dudley, Assistant Secretary
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Dr. David Brook, Director
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APPROVED



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Lisbeth C. Evans, Secretary
Department of Cultural Resources

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ITEM 8551. Governor's One-On-One Volunteer Program File. Records concerning Governor's One-On-One Program, One-On-One Planning Committee, and One-On-One Planning Sub-Committee. File includes documentation on pre-proposal conferences, organizational structure, administrative procedures act, volunteer insurance, job descriptions, training materials, in-service training, monthly status reports/activity reports on total program, and other related records.

DISPOSITION INSTRUCTIONS: Function and records transferred to Contract Agreements File (Item 8552). Destroy records currently stored in the State Records Center immediately.

ITEM 8552. Contract Agreements File. Records concerning Governor's One-On-One Volunteer Programs receiving new and continuation funding. File includes request for proposals, score sheets, award letters, contracts, grants, constitution and by-laws, personnel reimbursement and supporting documentation, monthly activity and batch control reports, monitoring reports, county correspondence, contracts and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after expiration of contract if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved. Destroy records currently stored in the State Records Center immediately.

ITEM 8553. Individual Reports File. Records concerning Governor's One-On-One Volunteer Program reports within each county. File includes personnel reimbursement, monthly reports, disbursements, client tracking reports, monitoring reports, and other related records.

DISPOSITION INSTRUCTIONS: Function and records transferred to Contract Agreements File (Item 8552). Destroy records currently stored in the State Records Center immediately.

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Item 47887. Minutes File. Official minutes in paper and electronic formats of meetings of the Governor's One-on-One Advisory Council. File includes agendas, attachments, and other related records. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy electronic records in office once printed and interfiled and when reference value ends. Transfer to the State Records Center after 1 year, a signed, duplicate (paper) set of minutes including agendas and attachments. Records will be held for agency in the State Records Center an additional 5 years and then transferred to the custody of the Archives. Retain permanently in office the original (paper) set of minutes including agendas and attachments.

Item 47888. Request For Proposals File. Proposals for funding submitted by applicants who were not selected for the program. File includes application, score sheets, award letters, non-award letters, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years if no litigation, claim, audit or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 47889. Statewide Correspondence / Announcements File. Correspondence disseminated to all Governor's One-on-One local programs outlining application procedures, requirements, instructions, directives, training opportunity announcements and other general administrative information.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years or when administrative value ends.

Item 47890. Client Tracking Application Database (Electronic) File. Electronic records concerning clients served by Governor's One-on-One programs. File includes client admission and termination information. (Comply with applicable provisions of G.S. 7B-3001 and 7B-3100 regarding confidentiality of juvenile records.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.